RELOCATION PROGRAM

Moving Made Easy

Introduction To MilitaryINSTALLATIONS, Plan My Move and Defense Installation Messaging System

Christopher Baxter, Relocation/I&R Services,
Fleet and Family Support Center
Newport News VA

12th Annual Joint Services/Agency/ERC Relocation Training Conference

MilitaryHOMEFRONT

- **MilitaryHOMEFRONT is the Department of Defense website for official Military Community and Family Policy (MC&FP) program information, policy and guidance designed to help troops and their families, leaders, and service providers. Whether you live the military lifestyle or support those who do, you'll find what you need!**

MilitaryHOMEFRONT overview of available features

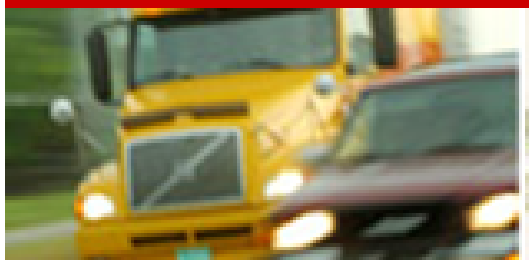
Military HOMEFRONT

Troops & Families | Leadership | Service Providers

Moving and Relocation Home

- Benefits and Allowances
- Installation Overview
- Moving 101
- Relocation Budget Planner
- Resources
- Frequently Asked Questions
- Glossary

UPDATED - A Survivors G



Take charge of your move!

For service and family members, moving is
support services to assist with your move.
move can be found using the tools on this

MilitaryHOMEFRONT Benefits and Allowances

Military HOMEFRONT

Supporting our Troops & their Families

Moving and Relocation Home
- Benefits and Allowances
- Installation Overview
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- Resources
- Frequently Asked Questions
- Glossary

Military OneSource.com — A 24/7 Resource for Military Members, Spouses & Families — 1-800-342-9647

Military INSTALLATIONS — Locate services and installations

Plan My Move — Take control of your PCS move

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MILITARY YOUTH ON THE MOVE

Military Youth on the Move Launches New Section

E-mail | Printer View | SHARE

Moving Banner

The following are Frequently Asked Questions about moving benefits and allowances. Please click on the question and the answer will appear. Click again to hide the answer.

How can a service member learn about his or her moving allowances and which expenses will be covered?

What is Dislocation Allowance (DLA) and what does it cover?

What if a service member does not have the financial resources needed to complete a permanent change of station (PCS) move? Is there any way to get paid in advance?

How long will it take to receive DLA and reimbursement for lodging, gas, mileage, and other PCS-related expenses?

What can a service member do if, during a move, he or she goes over budget and needs emergency financial assistance?

What is the Relocation Program and what services does it provide?

If a service member or family member is experiencing stress during the moving process or having problems adjusting after the move, where can he or she go for help?

How long does it take to receive household goods (HHG) after arriving at a new duty station?

MilitaryHOMEFRONT Installations Overview (Fast Facts)

Military HOMEFRONT

Supporting our Troops & their Families

Home | Site Map | Feedback

Troops & Families | Leadership | Service Providers | Search

Directory of Installations

Select a Branch of Service to view a list of Installations.

Army | Marine Corps | Navy | Air Force | Coast Guard | Defense Logistics Agency

United States Navy

In the United States

California	China Lake, CA - Naval Air Weapons Station
	NAF El Centro
	NAS Lemoore
	NB Coronado (NAS North Island/NAB Coronado)
	Naval Base Point Loma
	Naval Base San Diego
	Naval Base Ventura County:Point Mugu/Port Hueneme
	Naval Postgraduate School
Connecticut	Naval Submarine Base New London
District Of Columbia	Naval District Washington
Florida	NAS Jacksonville

Overseas

Bahrain	NSA Bahrain
Cuba	Naval Station Guantanamo Bay
Guam	Naval Base Guam (Joint Region Marianas)
Greece	NSA Souda Bay
Italy	NAS Sigonella
	NSA Naples
	Naval Support Activity Naples Department, Gaeta
Japan	NAF Atsugi
	NSF Diego Garcia
	U.S. Fleet Activities Sasebo
	Yokosuka
Korea, Republic Of	COMFLEACTS Chinhae

MilitaryHOMEFRONT Moving 101

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MILITARY YOUTH ON THE MOVE

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Moving 101

Your moving experience begins when you receive your Permanent Change of Station (PCS) orders. The information below will give you a head start on what to expect and who to contact when you receive your first set of PCS orders.

Relocation Office

Your Relocation Office should be your first stop when you are considering a move or when you actually receive orders. This office is staffed by trained professionals who will help manage your move. Their goal is to connect you to the right resources at the right time so that you can execute an efficient and cost effective move within the military system.

Your Installation Relocation Office can help you:

- determine your PCS allowances
- connect with your new installation's relocation office
- create and customize a moving calendar with Plan My Move
- connect with important installations agencies
- create a customized booklet of resources from MilitaryINSTALLATIONS
- access a loan closet
- understand out-processing requirements
- obtain a sponsor

MilitaryHOMEFRONT Relocation Budget Plan

Moving and Relocation Home
Benefits and Allowances
Installation Overview
Moving 101
Relocation Budget Planner
Resources
Frequently Asked Questions
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Relocation Budget Plan

One of the best ways to minimize your out-of-pocket expenses is to set up a budget for your move. Planning a relocation budget is the secret to staying in financial control throughout your move. The Relocation Budget Planner is an Excel spreadsheet that you can save to and use on your PC, or you can print it out. Follow the easy instructions at the top of the spreadsheet to guide you through the process. A good idea is to take the Budget Planner to your relocation/financial counselor at the Family Center for professional assistance. Keep your Relocation Budget Planner up-to-date as estimates become actual costs, and as your assumptions change. If you are moving overseas, you will need to keep track of the currency conversion so that you know what the actual dollars are that you are spending.

You should also keep track of expenses related to your move. (You will need a record for tax-deduction reasons, if you itemize.) It is a good idea to keep track of your reimbursements, as well. For example, reimbursement you receive for DITY or personal moves, as they are now called, is considered taxable income.

To learn about your PCS allowances, check out the following. The most up-to-date information on allowances is on the Per Diem, Travel and Transportation Allowance Committee website. Uniformed members and civilian employees have different allowances. The Defense Accounting and Finance Service (DFAS) website has complete information on pay and travel benefits for both uniformed and civilian employees.

MilitaryHOMEFRONT Moving Resources

Military HOMEFRONT

Supporting our Troops & their Families

Moving and Relocation Home
- Benefits and Allowances
- Installation Overview
- Moving 101
- Relocation Budget Planner
- Resources
  - Support Services
  - Additional Resources
- Frequently Asked Questions
- Glossary

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Moving Resources

There are a variety of services and resources available to service members and their families when planning a move.

The Relocation Program (RP)

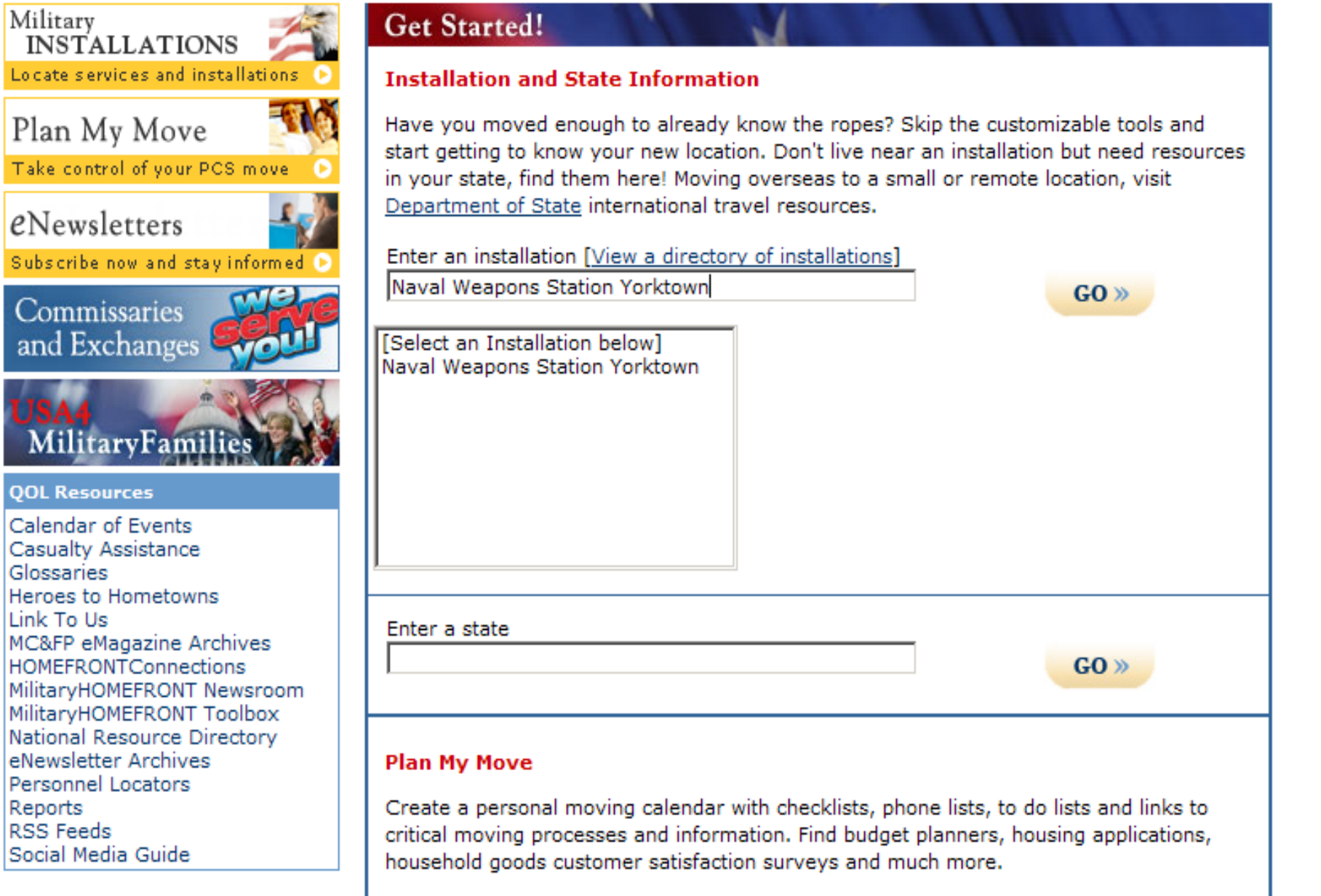
The Relocation Program is the main relocation resource on the installation. The RP provides a number of moving-related services, such as lending closets, pre- and post-move workshops, assistance in finding affordable housing, and newcomer orientations. For more information about the RP, see the Entitlements and Benefits section of Moving or contact them directly. Contact information for all relocation programs is available through MilitaryINSTALLATIONS.

Plan My Move

Plan My Move is a set of on-line organizational tools designed to make frequent moves easier and less disruptive for service members and families. Available tools include a customizable calendar, to-do lists, departure and arrival checklists, installation overviews, and installation-specific information on a number of topics, such as education, transportation, child care, and employment. This site is easy to use and provides quick information and results.

MilitaryINSTALLATIONS

Installation Information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HOMEFRONTConnections
MilitaryHOMEFRONT Newsroom
MilitaryHOMEFRONT Toolbox
National Resource Directory
eNewsletter Archives
Personnel Locators
Reports
RSS Feeds
Social Media Guide
Get Started!
Installation and State Information
Have you moved enough to already know the ropes? Skip the customizable tools and start getting to know your new location. Don't live near an installation but need resources in your state, find them here! Moving overseas to a small or remote location, visit Department of State international travel resources.
Enter an installation [View a directory of installations]
Naval Weapons Station Yorktown
GO »
[Select an Installation below]
Naval Weapons Station Yorktown
Enter a state
GO »
Plan My Move
Create a personal moving calendar with checklists, phone lists, to do lists and links to critical moving processes and information. Find budget planners, housing applications, household goods customer satisfaction surveys and much more.

Installation Information

Naval Weapons Station Yorktown, Virginia

Installation Overview | Installation Contacts | Photos | Major Units | Installation Booklet | Local Community Inf

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1959 Main Street
Yorktown, VA 23691

Phone 757-887-4606
Phone (DSN) 312-953-4606
Fax 757-887-4142
Fax (DSN) 312-953-4142

Email | Website | Website | Map

Get to know the installation

- **Fast Facts**
- Installation Overview
- Sponsorship
- Directions
- Check-in Procedures
- Motor Vehicles
- Education
  - Local Schools
  - Overseas Schools
  - College/Technical Training
  - Library
- Housing
  - Temporary Housing
  - Government Housing
- Household Goods
  - Shipping Pets
- Special Needs
  - Enrollment/EFMP
  - Family Support/EFMP
  - Health Care/Special Needs

Fast Facts

Location: The Weapons Station is located at the northern end of what is known as the Virginia Peninsula, bordered by the York River, Colonial National Historic Park, York County, City of Newport News and James City County. Naval Weapons Station Yorktown is one of the Navy's major East Coast ordnance facilities. Installation homepage.

BRAC Status: Decrease of nearly 180 civilian personnel.

Cost of Living: Higher than the U.S. National Average

Base Operator: 757-887-4000, or DSN 312-953-4000

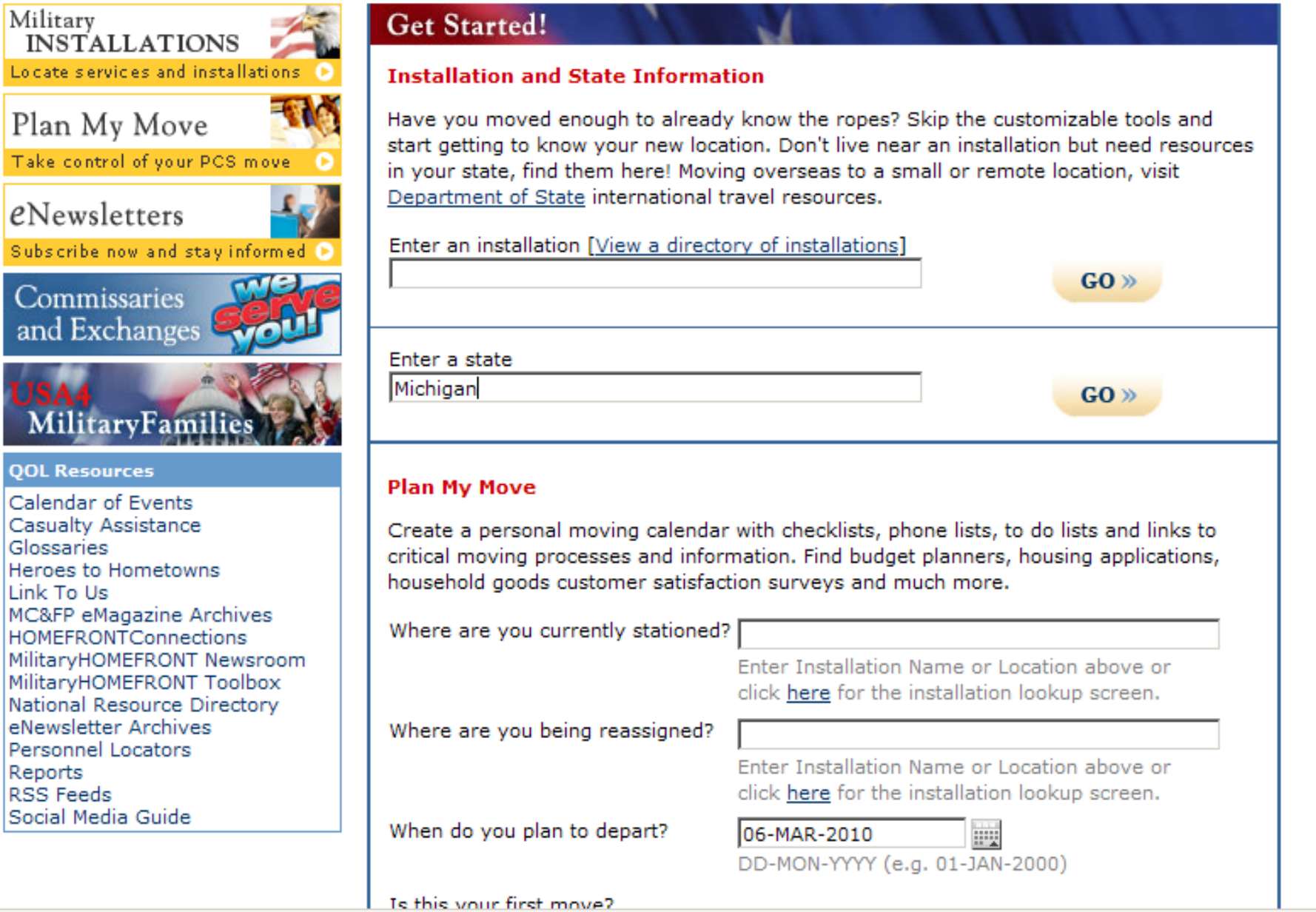
Population: Military bases in close proximity to the Weapons station are Naval Station Norfolk, Naval Amphibious Base Little Creek, Naval Air Station Oceana, Norfolk Naval Shipyard and Portsmouth Naval Hospital. Together, they support approximately 85,000 joint force military personnel with an additional 120,000 family members, over 68,000 retirees and 27,439 DoD personnel and civilian employees.

Area Population: 1,658,754 in the Virgina Beach-Norfolk-Newport News Metro Area

Child Care: The Child Development Center provides full and part day care for children 6 weeks to 5 years. The School Age Center provides before and after school care as well as summer, spring and winter camps. For more information contact the Mid-Atlantic Region Child Care Resource & Referral Office at 757-444-3670.

Schools: The following school districts service NWS Yorktown. A number of private schools are also available.

State Information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HOMEFRONTConnections
MilitaryHOMEFRONT Newsroom
MilitaryHOMEFRONT Toolbox
National Resource Directory
eNewsletter Archives
Personnel Locators
Reports
RSS Feeds
Social Media Guide
Get Started!
Installation and State Information
Have you moved enough to already know the ropes? Skip the customizable tools and start getting to know your new location. Don't live near an installation but need resources in your state, find them here! Moving overseas to a small or remote location, visit Department of State international travel resources.
Enter an installation [View a directory of installations]
GO »
Enter a state
Michigan
GO »
Plan My Move
Create a personal moving calendar with checklists, phone lists, to do lists and links to critical moving processes and information. Find budget planners, housing applications, household goods customer satisfaction surveys and much more.
Where are you currently stationed?
Enter Installation Name or Location above or click here for the installation lookup screen.
Where are you being reassigned?
Enter Installation Name or Location above or click here for the installation lookup screen.
When do you plan to depart?
06-MAR-2010
DD-MON-YYYY (e.g. 01-JAN-2000)
Is this your first move?

State Information

State of Michigan

State Overview | State Resource Directory | State Installations | Local Community Information | Moving

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Joint Forces HQ Resources
3411 N. Martin Luther King Jr. Blvd
Attn: State Director for Michigan
Lansing, MI 48906

Phone 1-800-342-9647 Military OneSource Call 24/7
Fax 517-481-8145

Counseling services available 24/7.

Website | Website | Map

Overview

The Joint Family Support Assistance Program (JFSAP) augments existing family programs to provide a continuum of support and services based on member and family strengths and needs and available resources. The primary focus of support is the military members and families who are geographically dispersed from a military installation.

The Michigan JFSAP team consists of a Military OneSource (MOS) Consultant, Military Family Life Consultant, Child and Youth Military Life Consultant, Transitional Assistance Advisor, Operation Military Kids and Red Cross Partners.

MOS Consultant

The MOS Consultant is able to provide outreach and education to families on the military and community support services available; coordinate financial, psychological health, and other support services; connect military families with one another; and serve as an advocate for family needs. The MOS Consultant can be reached by calling 989-415-9846. You can also reach MOS 24/7 at 1-800-342-9647.

Michigan Military Family Life Consultants

The Michigan Military Family Life Consultants, 269-832-8202 and 517-599-2719 (MFLC CYC), provide non-medical, short-term, solution-focused counseling services to individuals, couples, families, and groups. They are also available to facilitate educational groups addressing life skills and military lifestyle topics.

Michigan Transition Assistance Advisor

The Michigan Transition Assistance Advisor serves as a first line of support for returning Veterans to help troubleshoot concerns surrounding their benefits, education assistance,

Questions?

Plan My Move Tools

- Create a personal moving calendar with checklists, phone and to do lists
- Access links to critical moving processes and information
- Find budget planners

Plan My Move Getting Started

QOL Resources

- Calendar of Events
- Casualty Assistance
- Glossaries
- Heroes to Hometowns
- Link To Us
- MC&FP eMagazine Archives
- HOMEFRONTConnections
- MilitaryHOMEFRONT Newsroom
- MilitaryHOMEFRONT Toolbox
- National Resource Directory
- eNewsletter Archives
- Personnel Locators
- Reports
- RSS Feeds
- Social Media Guide

Plan My Move

Create a personal moving calendar with checklists, phone lists, to do lists and links to critical moving processes and information. Find budget planners, housing applications, household goods customer satisfaction surveys and much more.

Where are you currently stationed? Naval Weapons Station Yorktown

Please select an Installation.

Enter Installation Name or Location above or click here for the installation lookup screen.

Where are you being reassigned? Naval Base San Diego

Please select an Installation.

Enter Installation Name or Location above or click here for the installation lookup screen.

When do you plan to depart? 04-MAR-2010

DD-MON-YYYY (e.g. 01-JAN-2000)

Is this your first move?
(Designed for service and family members moving from advanced training.) ○ YES ◉ NO

Do you have a family member with special needs? ○ YES ◉ NO

Do you want to customize your calendar or return to one you had previously customized? ○ YES ◉ NO

GO »

New to the military? It's never too early to prepare for your first relocation. The key to a successful move is proper planning. Moving 101 gives you a jump start! »

Plan My Move Standard Planning Calendar

Plan My Move > My Planning Calendars

Plan My Move provides you with a three-month calendar of steps you need to take to insure a smooth move for you and your family. If you have fewer than three months until your move, complete the steps you've missed. Don't panic, but DO swing into action. The tasks are grouped by week and day so you can follow a daily schedule that works for you. Keep in mind, that each of these steps may take differing amounts of time.

You may also create a customized calendar specific to your needs and schedule. To create a customized calendar, return to the Plan My Move homepage and sign-in.

View information about the installation where you are currently stationed (Naval Weapons Station Yorktown) and the installation where you are being reassigned (Naval Base San Diego).

Have you been assigned a sponsor? If not, click here to request a sponsor. The email will be forwarded to the relocation manager at your destination for action.

If you know the information you need, select the Topic below to get right to it.

[Select a Topic]

Departure: 04-MAR-2010 Calendar: CONUS - CONUS

Travel Checklist | Arrival Checklist | Documents to Hand-carry | Important Telephone Numbers | Print Your To Do List | Print Calendar

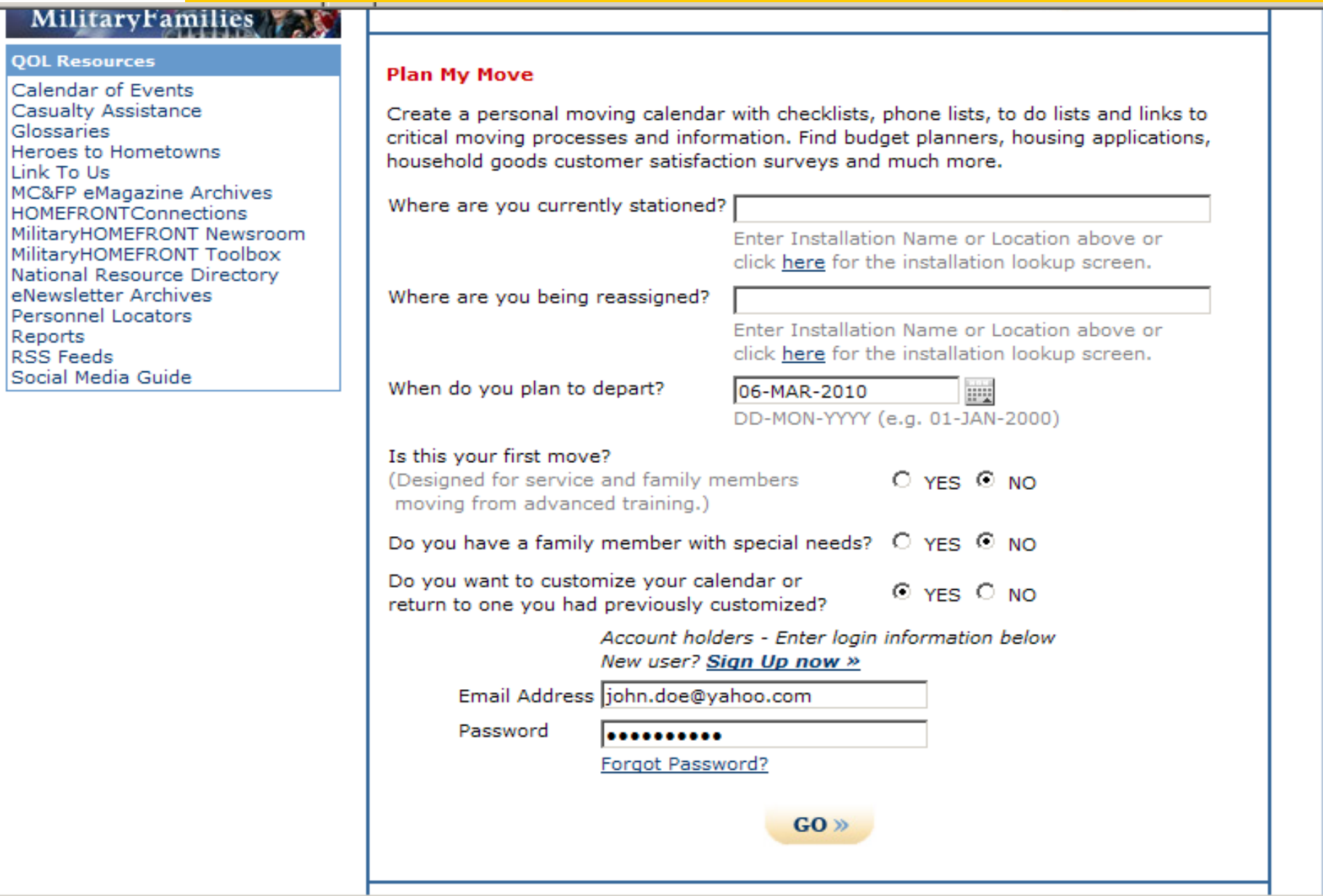
December 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	01	02	03	04	05
06	07	08	09 Tell Family About Move -- Discuss With All; TIP Contact Relocation Manager; TIP	10 Plan Relocation Budget; TIP Research New Location; TIP	11 Contact the Origin Transportation Office; TIP Create a Moving Book; TIP	12
13	14 Contact Destination Housing Office	15 Planning Day/Hold Family Meeting -- Find Single and Family Checklists	16 Inventory Personal Property; TIP	17 Research Schools; TIP Evaluate Government	18 Research Travel; TIP POV Decisions	19

Customize Plan My Move Calendar

- **Sign In to Customize your Move Calendar**
  - Create a new account with email and password for new users
  - Sign in using email and password for existing users
- **Do you want to customize a new calendar?**
- **Do you want to continue customizing an existing calendar?**

Customizing Your calendar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When do you plan to depart?
06-MAR-2010
DD-MON-YYYY (e.g. 01-JAN-2000)
Is this your first move?
(Designed for service and family members moving from advanced training.)
YES NO
Do you have a family member with special needs?
YES NO
Do you want to customize your calendar or return to one you had previously customized?
YES NO
Account holders - Enter login information below
New user? Sign Up now »
Email Address
john.doe@yahoo.com
Password
Forgot Password?
GO »

Customize Calendar

Customize Calendar

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If you know the information you need, select the Topic below to get right to it.

[Select a Topic]

Departure: 19-MAY-2010 Calendar: CONUS - CONUS (6 Week)

Travel Checklist | Arrival Checklist | Documents to Hand-carry | Important Telephone Numbers | Print Your To Do List | Print Calendar

April 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
04	05	06	07	08 Tell Family About Move -- Discuss With All TIP Explore Moving Options TIP	09 Plan Relocation Budget TIP Contact Relocation Manager TIP Research New Location TIP	10
11	12 Research BAH at	13 Contact	14 Tips for Single	15 Inventory	16 Research Schools	17

Questions?

Defense Installation Messaging System

- It is as simple to use as e-mail
- Send quarterly certification messages
- Communicate updates to content
- All requests for updates must be submitted through this system

Login and Registering for Access to DIMS

Defense Installation Messaging System

Military OneSource 24/7 family assistance 1-800-342-9647

Welcome

Print Login Contact US (Technical Assistance Only) User Guide PMM/MI Content Manual Small Installation Guide USAREC Content Manual Newsletters FAQs

DoD Notice and Consent

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only.

By using this IS, (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

****

NOTICE TO USERS

Use of this system constitutes consent to security monitoring and testing.
All activity is logged with your host name and IP address.

****

◉ **I do not agree.** ○ **I have read and understood the statement and I agree to comply with all applicable regulations concerning use of the information from this web site.**

First Time User | Proceed to DIMS Login

Click here to review the Users Guide

Certificate Registration Procedures

Troops & Families | Leadership | Service Providers | Search

Defense Installation Messaging System

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Welcome Print Login User Guide PMM/MI Content Manual Small Installation Guide USAREC Content Manual Newsletters FAQs

Create Message | Messages | Certification | Articles | Contact Information | Major Unit Listings | Photo Gallery

Certificate Registration Procedures

The Military Community and Family Policy (MC&FP) Office of Communications has implemented the use of DoD Public Key Infrastructure (PKI) authentication in accordance with DoD policy. This Application is for authorized users only and requires a valid DoD PKI certificate such as a CAC or ECA certificate.

First time visitors must register to gain access. The registration and approval process for access to this application could take up to 24 hours.

NOTE FOR WINDOWS VISTA USERS: (Please do the following if you are using Internet Explorer):

1. Click the "Tools" menu option and select "Internet Options"
2. Select the "Advanced" tab at the right of the dialog box
3. Scroll down to the bottom of the list
4. Check the "Use SSL 2.0" option
5. Click "OK"
6. Shutdown all running browser sessions

REGISTRATION PROCESS:

1. Ensure that your certificate is functioning correctly in your browser. If you are having any difficulties, please contact your network administrator or local help desk.

2. When your certificate has been imported, you may click on the link below to register your certificate and request access.

3. After clicking on the link below, you will be prompted to select a PKI Certificate.

- Be aware that you may have multiple certificates in the dialog box.
- Make sure that you do not select the e-mail certificate. Look in the lower half of the screen at the "Issued by:" field; ensure it does not contain the word E-Mail.
- Once the correct certificate is selected, click OK to continue with the registration process.

4. You will then be directed to the MC&FP Office of Communications (OC) Access Application Processing Systems (AAPS) registration page. Once you click on the "Next Page" link, you will be guided through a series of screens to allow you to request access to the secure content section of MHF.

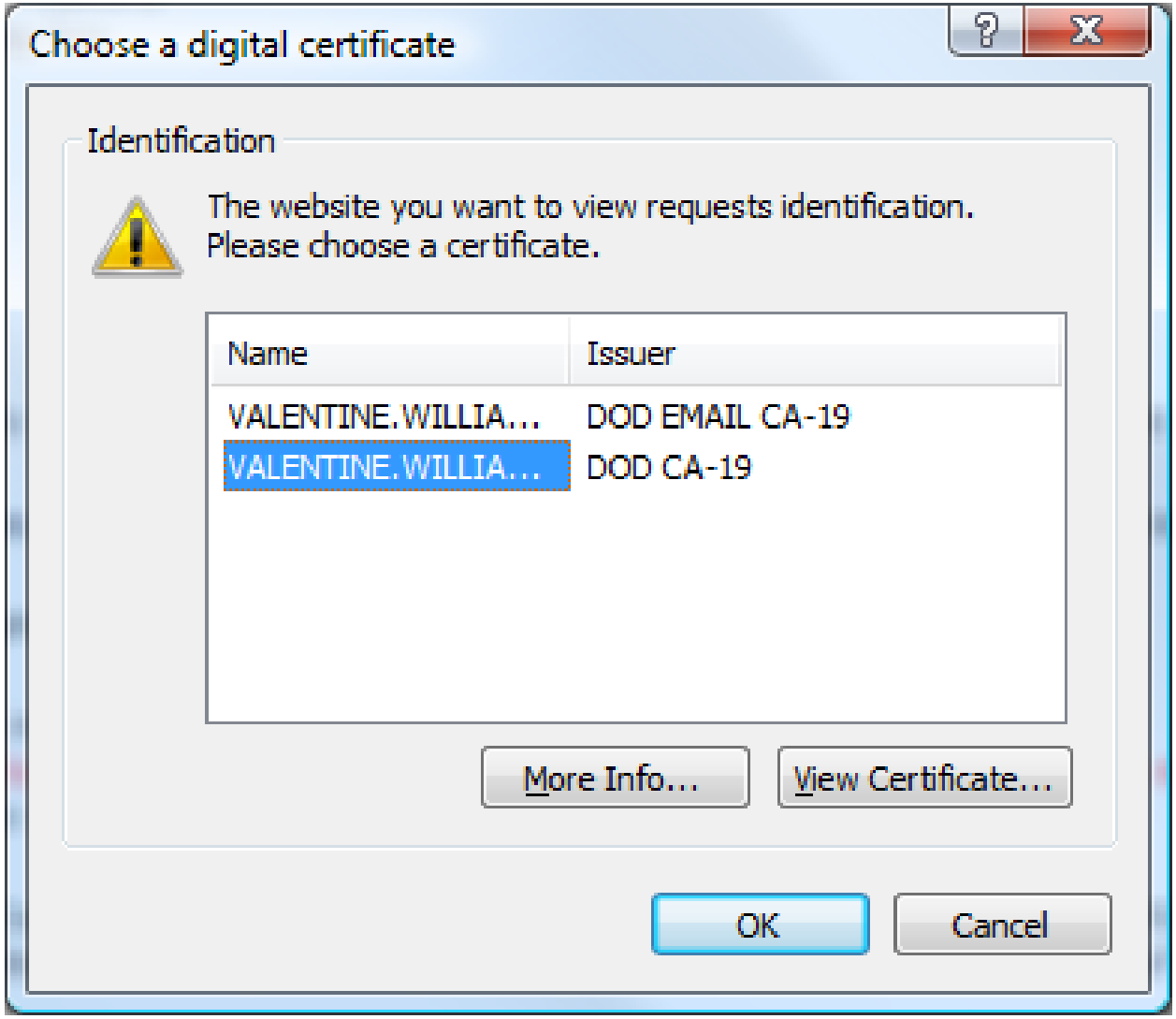
5. Once you complete the process you will receive a series of emails:

- The first email will be from the OC Registration staff and will confirm that you have requested access and have requested to register your certificates with the OC.
- The second email will be from the OC Helpdesk and will verify that your request has either been approved or disapproved. If your request has been approved, this email will also verify that your account has been created and that you now have access.

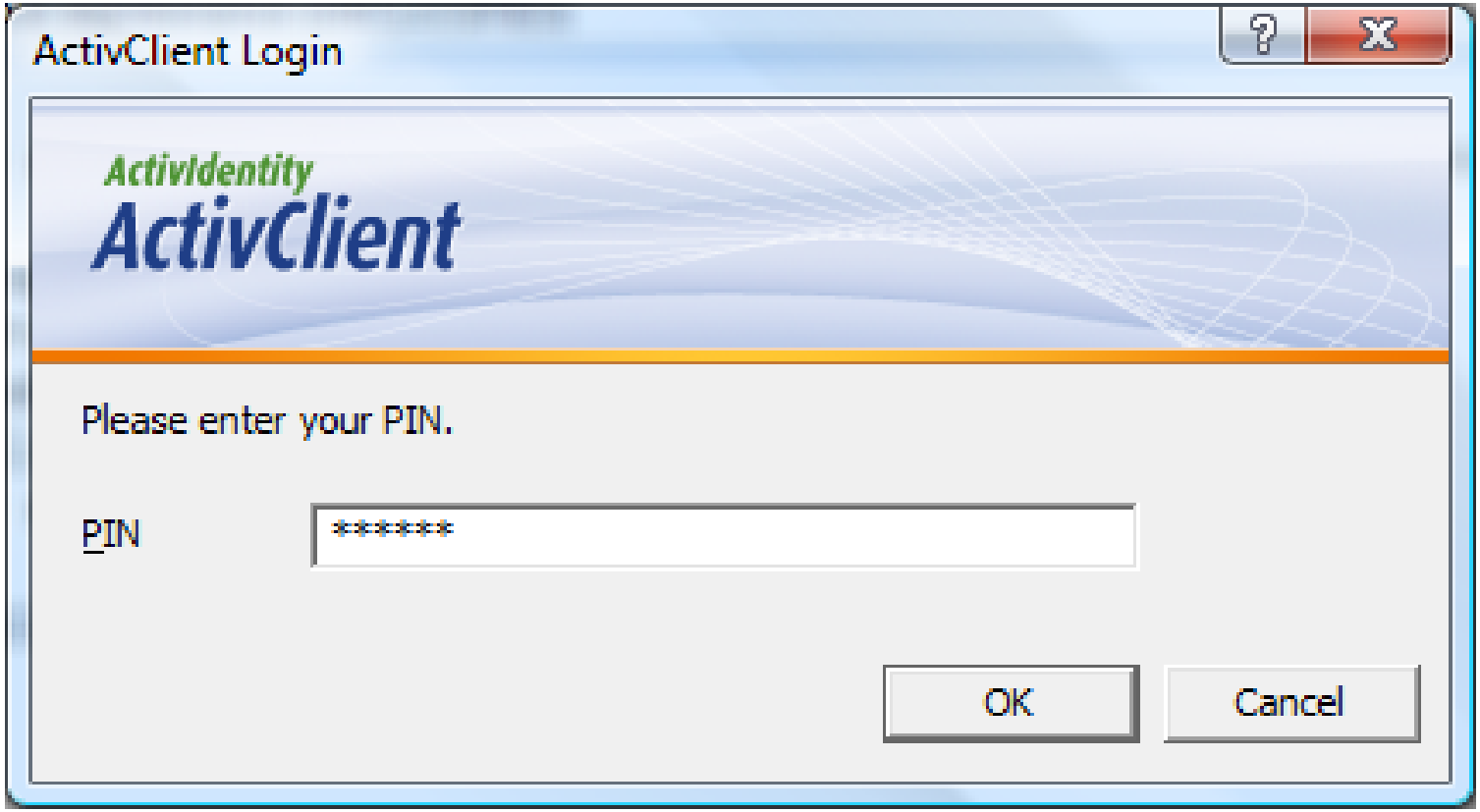
6. If you have any difficulties completing the registration process, please contact the OC Helpdesk at 1.888.363.6431 (DoDMHF1).

Register

Digital Certificates



ActivClient Login



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By using this IS, (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

****

NOTICE TO USERS

Use of this system constitutes consent to security monitoring and testing.
All activity is logged with your host name and IP address.

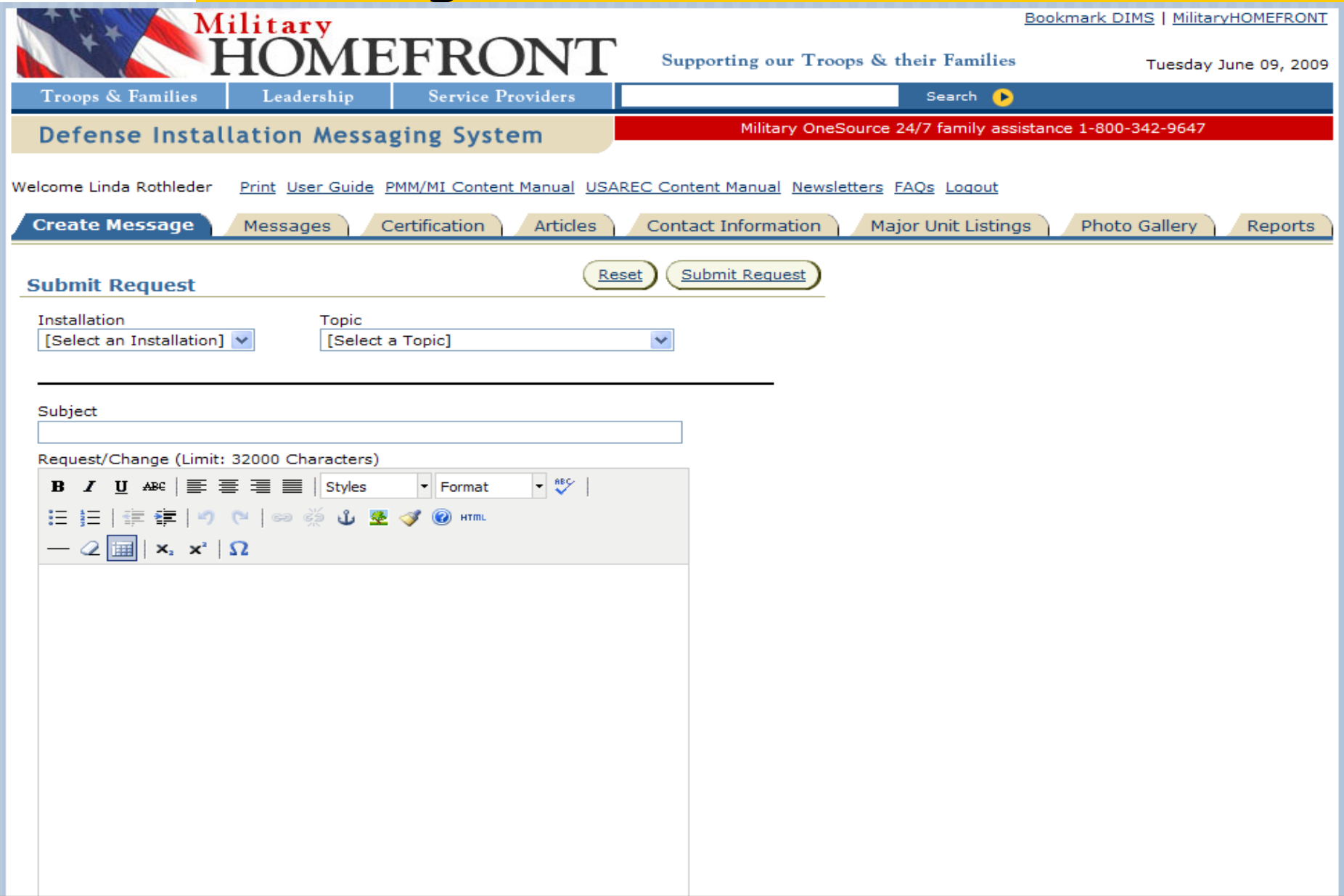
****

○ **I do not agree.** ◉ **I have read and understood the statement and I agree to comply with all applicable regulations concerning use of the information from this web site.**

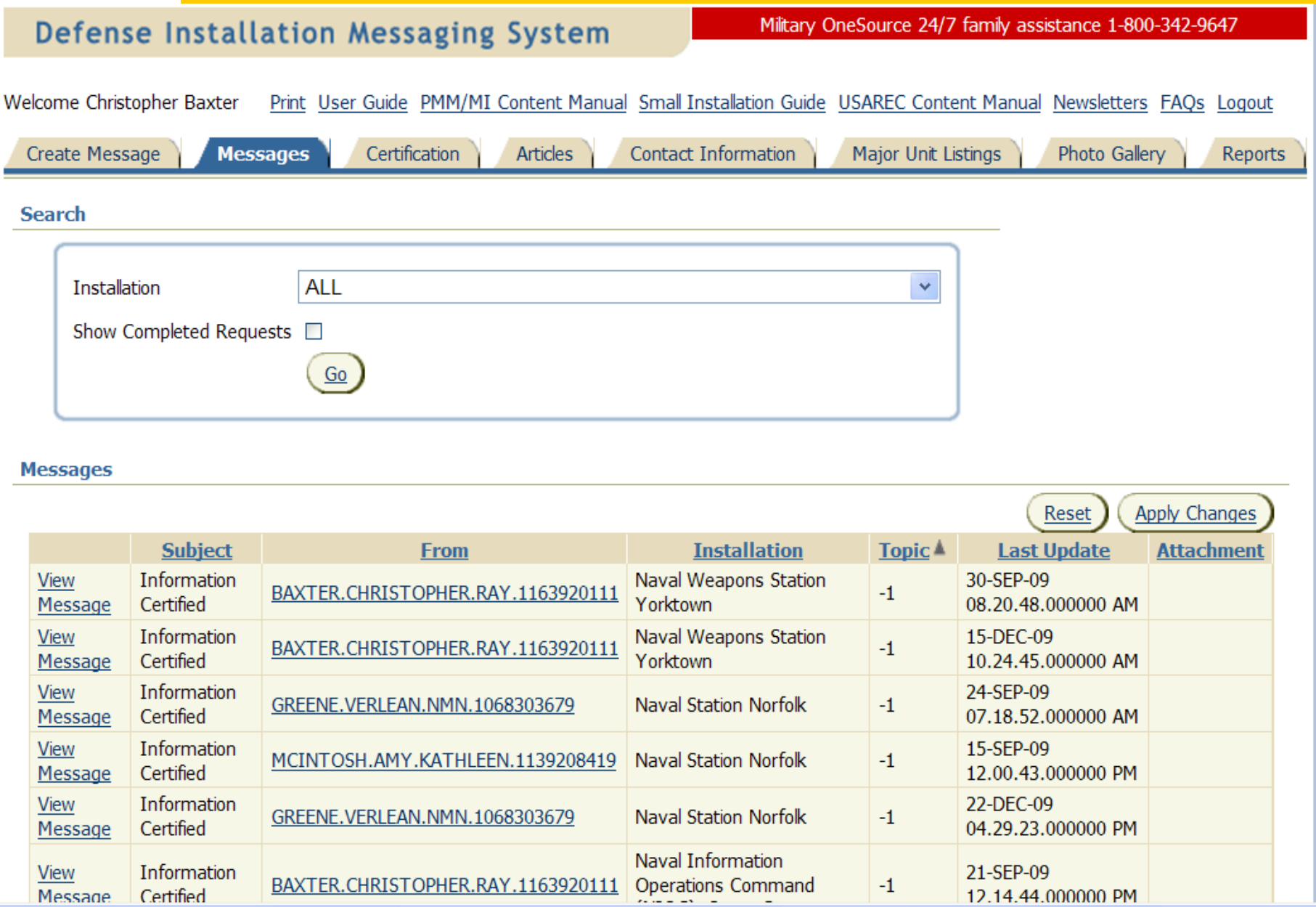
First Time User | Proceed to DIMS Login

Click here to review the Users Guide

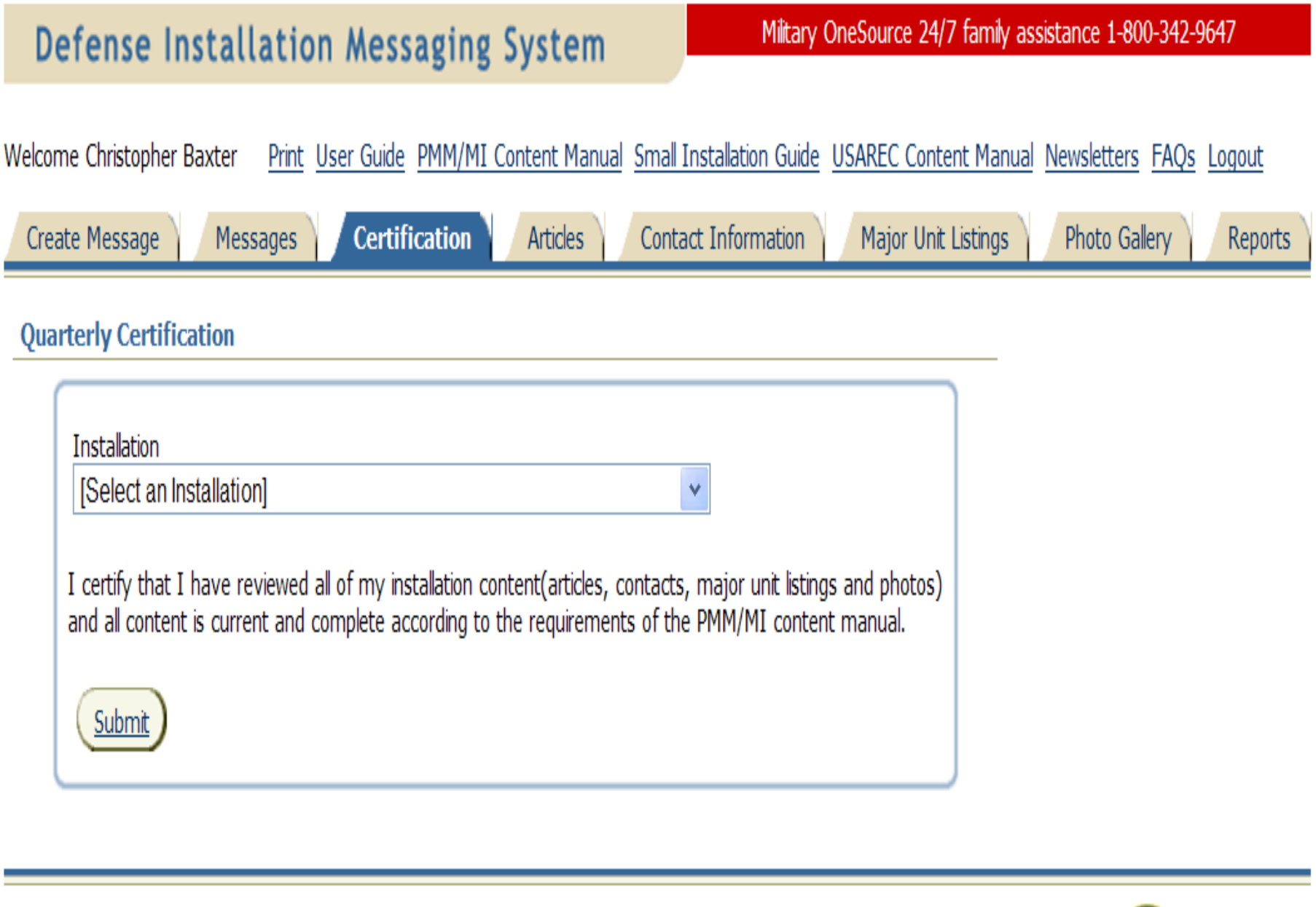
DIMS Home Page and Create Message Screen



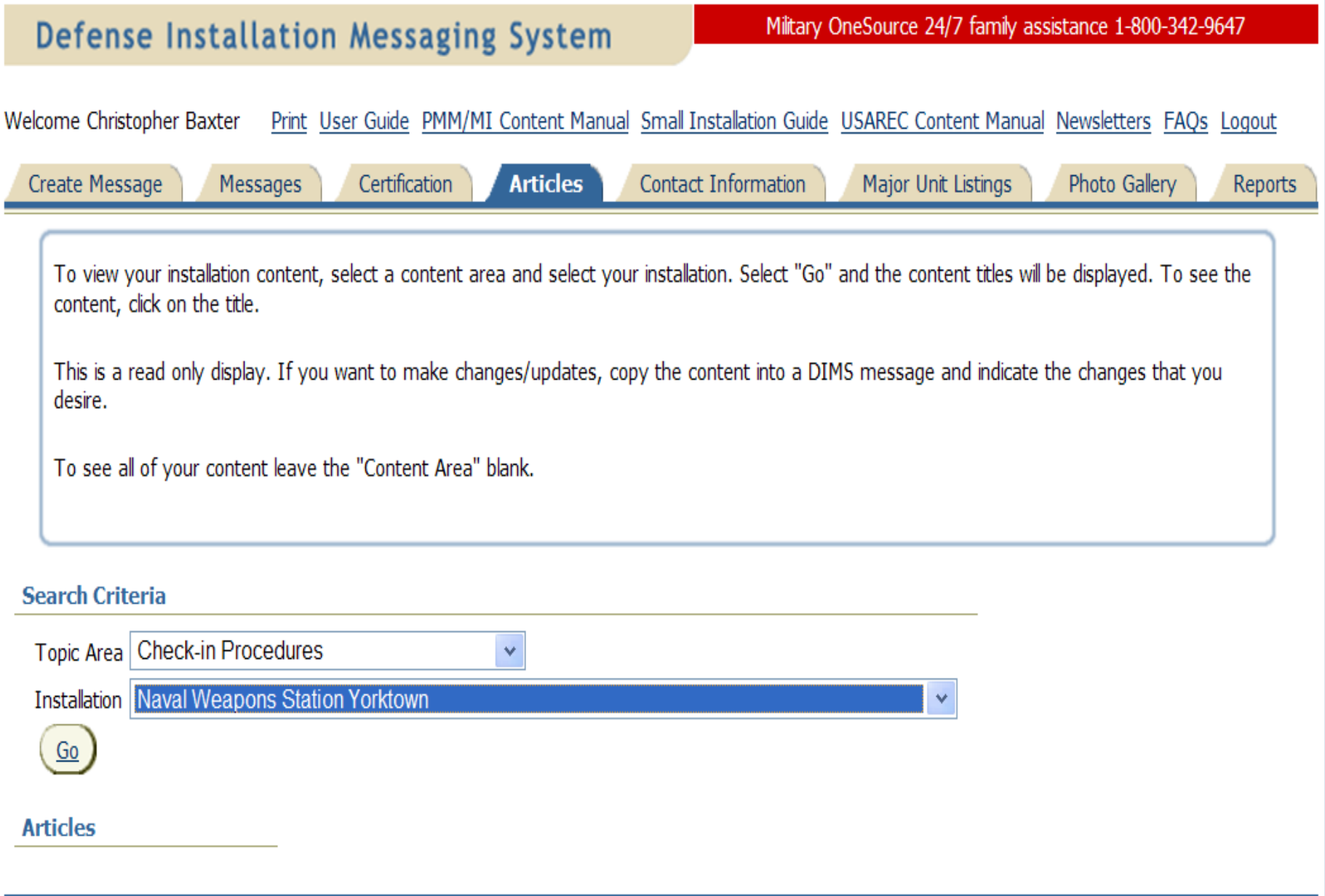
Messages


Defense Installation Messaging System
Military OneSource 24/7 family assistance 1-800-342-9647
Welcome Christopher Baxter
Print
User Guide
PMM/MI Content Manual
Small Installation Guide
USAREC Content Manual
Newsletters
FAQs
Logout
Create Message
Messages
Certification
Articles
Contact Information
Major Unit Listings
Photo Gallery
Reports
Search
Installation
ALL
Show Completed Requests
Go
Messages
Reset
Apply Changes
Subject
From
Installation
Topic
Last Update
Attachment
View Message
Information Certified
BAXTER.CHRISTOPHER.RAY.1163920111
Naval Weapons Station Yorktown
-1
30-SEP-09 08.20.48.000000 AM
15-DEC-09 10.24.45.000000 AM
GREENE.VERLEAN.NMN.1068303679
Naval Station Norfolk
24-SEP-09 07.18.52.000000 AM
MCINTOSH.AMY.KATHLEEN.1139208419
15-SEP-09 12.00.43.000000 PM
22-DEC-09 04.29.23.000000 PM
Naval Information Operations Command
21-SEP-09 12.14.44.000000 PM

Certification



Articles


Defense Installation Messaging System
Military OneSource 24/7 family assistance 1-800-342-9647
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USAREC Content Manual
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Articles
Contact Information
Major Unit Listings
Photo Gallery
Reports
To view your installation content, select a content area and select your installation. Select "Go" and the content titles will be displayed. To see the content, click on the title.
This is a read only display. If you want to make changes/updates, copy the content into a DIMS message and indicate the changes that you desire.
To see all of your content leave the "Content Area" blank.
Search Criteria
Topic Area
Check-in Procedures
Installation
Naval Weapons Station Yorktown
Go
Articles

Articles Search Results

Search Criteria

Topic Area: Check-in Procedures

Installation: Naval Weapons Station Yorktown

Go

Articles

Travel Planning

It is in your best interest to make temporary lodging arrangements as soon as possible due to seasonal tourist events and limited availability. Make kennel arrangements for pets if you will be staying in the military lodge system or hotel/motels that are not pet friendly. This "pets welcome" website will help you locate accommodations that accept pets. Reservations at the Navy Lodge can be made up to one year in advance with orders. Service members requesting a room at the Navy Lodge under PCS orders will have priority over other requests. The Norfolk Navy Lodge is located on Hampton Boulevard, Building SDA- 314, across from the Joint Forces Staff College and is a short drive to: NEX mall, movie theater, downtown Norfolk, Waterside and golf course. Keep important travel numbers with you such as American Red Cross, Navy Marine Corp Relief Society (NMCRS) and Fleet and Family Support Centers (FFSC).

Reporting Procedures

Personnel records for all service members attached to Yorktown Naval Weapons Station are kept at Little Creek Amphibious Base, Norfolk, Virginia. Military personnel attached to Naval Weapons Station Yorktown and Tenant commands are to report directly to their command upon arrival. Should you arrive on a weekend, report to Combined Bachelor Quarters Nelson House, Building 704 (located inside Gate 3) then to the command on the next working day with your transfer package for in processing. Yorktown Administrative Office can be reached at 757-887-7572, 7:30 a.m. to 4:00 p.m. Monday through Friday to answer questions regarding check-in procedures. After hours, the Command Duty Officer can be reached by cell phone at 757-268-6250. Sponsors are identified and assigned as soon as the receiving command is notified of a prospective gain in personnel. The sponsor then sends the inbound service member a letter with the Command's address and phone number, as well as useful information about the Weapons Station. The service members will then utilize the Command's address in order to forward personal mail to his/her new command while in transit. If you do not hear from your sponsor and your transfer date is approaching, please contact the Command Sponsor Coordinator at 757-887-4798 or DSN 312-953-4798. If you are planning to take leave (either personal or for house hunting), please inform your command and make sure you follow the correct procedures such as submitting a leave request prior to making plans.

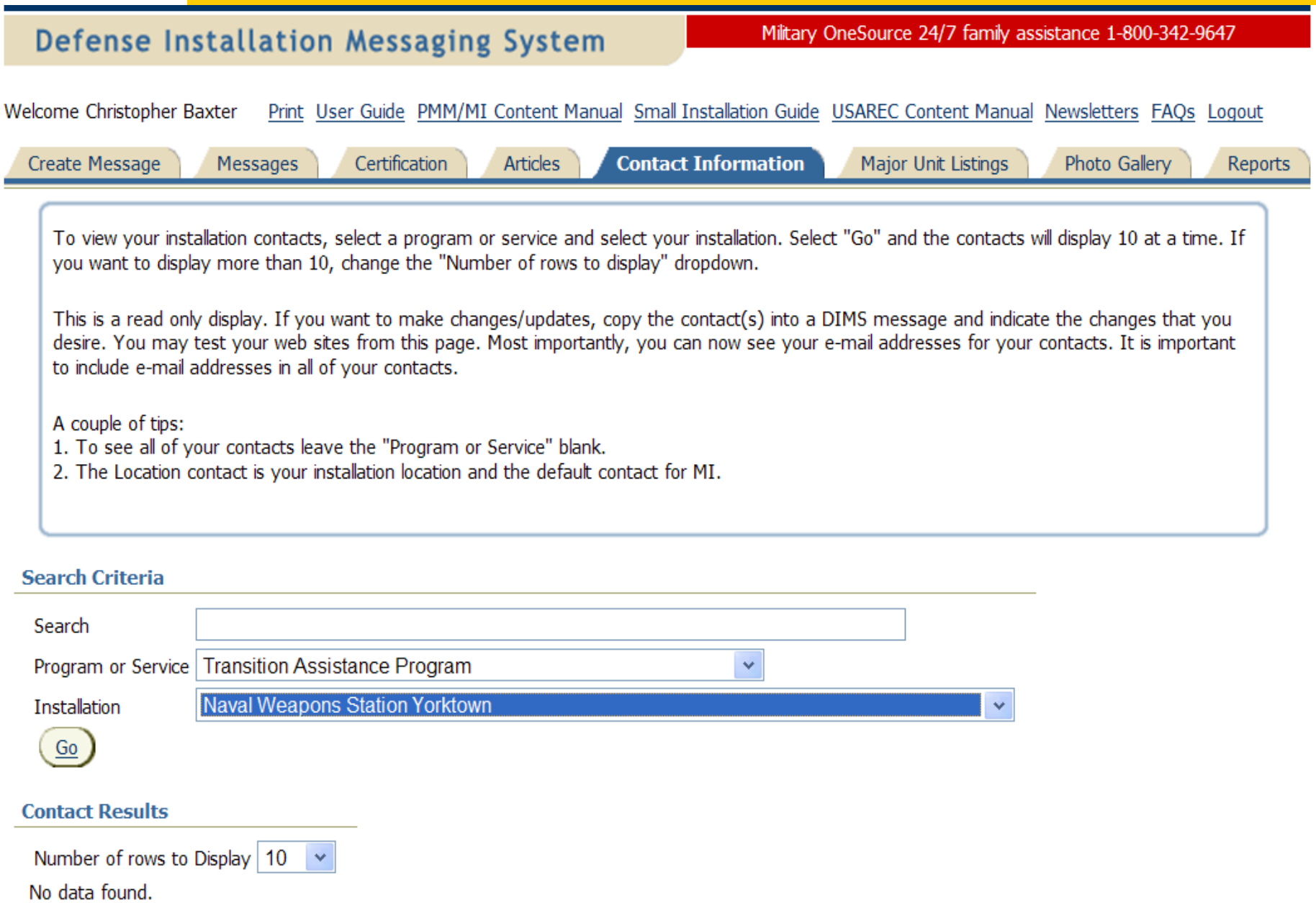
Naval Ophthalmic Support and Training Activity Only

Report to the command during weekdays at 7:30 a.m. If you do not have transportation from the barracks to the command, you can ride in the duty van, which leaves no later than 7:15 a.m. every weekday morning from the barracks.

What to Do if You Get Married Enroute

If you get married before you PCS, you must inform your commander and follow the procedures exactly as you are given them. The military will not

Contact Information


Defense Installation Messaging System
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Contact Information
Major Unit Listings
Photo Gallery
Reports
To view your installation contacts, select a program or service and select your installation. Select "Go" and the contacts will display 10 at a time. If you want to display more than 10, change the "Number of rows to display" dropdown.
This is a read only display. If you want to make changes/updates, copy the contact(s) into a DIMS message and indicate the changes that you desire. You may test your web sites from this page. Most importantly, you can now see your e-mail addresses for your contacts. It is important to include e-mail addresses in all of your contacts.
A couple of tips:
1. To see all of your contacts leave the "Program or Service" blank.
2. The Location contact is your installation location and the default contact for MI.
Search Criteria
Search
Program or Service
Transition Assistance Program
Installation
Naval Weapons Station Yorktown
Go
Contact Results
Number of rows to Display
10
No data found.

Contact Search Results

DIMS - Contact Information

1. To see all of your contacts leave the "Program or Service" blank.
2. The Location contact is your installation location and the default contact for MI.

Search Criteria

Search

Program or Service: Transition Assistance Program

Installation: Naval Weapons Station Yorktown

Go

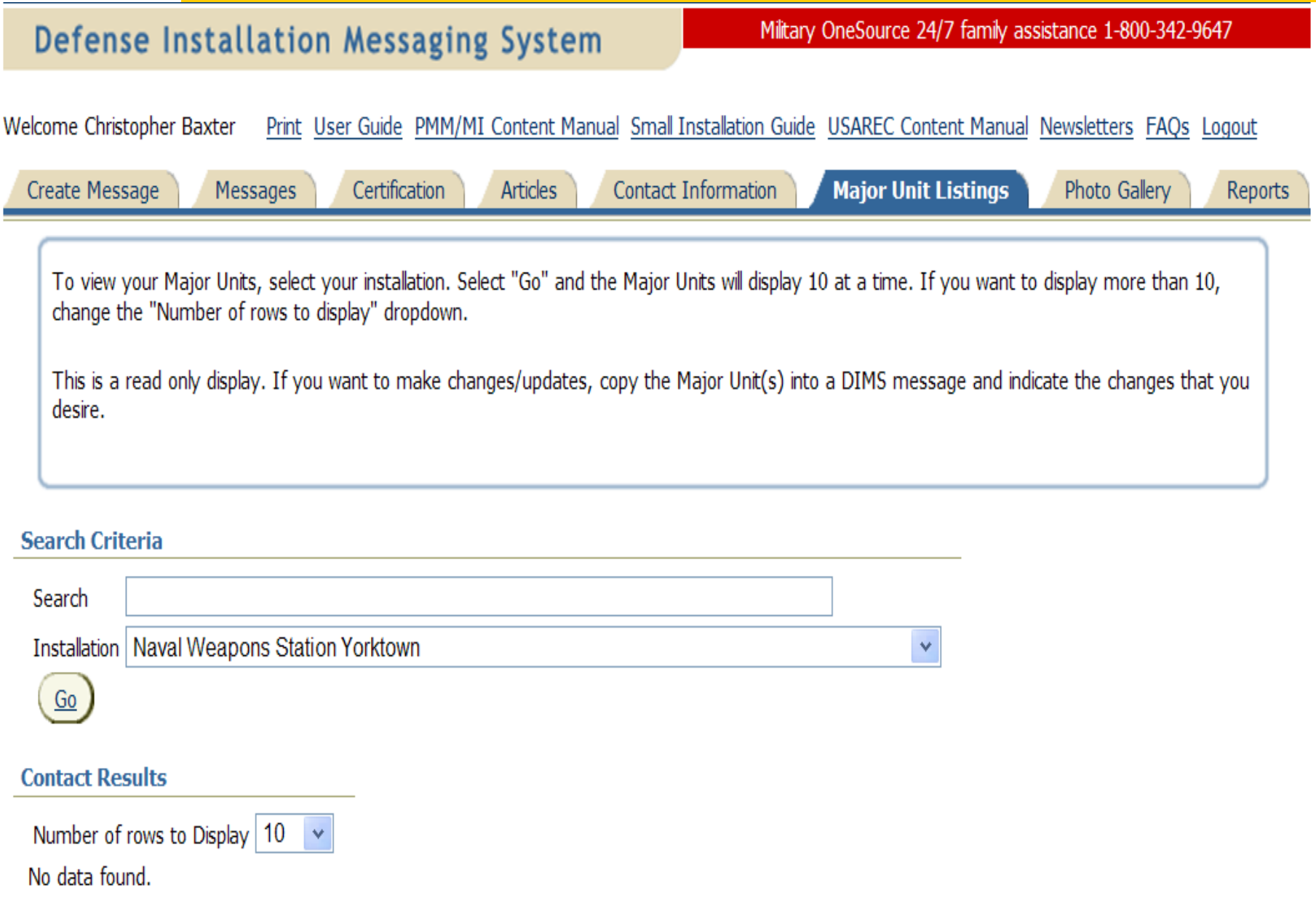
Contact Results

Number of rows to Display: 10

Branch of Service	Installation	Program or Service	Hours of Operation	Contact
United States Navy	Naval Weapons Station Yorktown	Transition Assistance Program	Mon - Thu 8:00 a.m. - 5:00 p.m. Fri 8:00 a.m. - 2:30 p.m. Sat and Sun - closed Federal Holidays - closed	1000002675 - **Information and Referral Specialist/FFSC Yorktown** 1949 Von Steuben Drive Newport News, VA US 23603 Phone1: 757-887-4606 Fax: 757-887-4142 DSN Phone: 312-953-4606 DSN Fax: 312-953-4142 glenda.espiritu.ctr@navy.mil http://www.ffscnorva.navy.mil

1 - 1

Major Unit Listings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To view your Major Units, select your installation. Select "Go" and the Major Units will display 10 at a time. If you want to display more than 10, change the "Number of rows to display" dropdown.
This is a read only display. If you want to make changes/updates, copy the Major Unit(s) into a DIMS message and indicate the changes that you desire.
Search Criteria
Search
Installation
Naval Weapons Station Yorktown
Go
Contact Results
Number of rows to Display
10
No data found.

Major Unit Listings Search Results

Defense Installation Messaging System

Military OneSource 24/7 family assistance 1-800-342-9647

Welcome Christopher Baxter Print User Guide PMM/MI Content Manual Small Installation Guide USAREC Content Manual Newsletters FAQs Logout

Create Message | Messages | Certification | Articles | Contact Information | **Major Unit Listings** | Photo Gallery | Reports

To view your Major Units, select your installation. Select "Go" and the Major Units will display 10 at a time. If you want to display more than 10, change the "Number of rows to display" dropdown.

This is a read only display. If you want to make changes/updates, copy the Major Unit(s) into a DIMS message and indicate the changes that you desire.

Search Criteria

Search

Installation: Naval Weapons Station Yorktown

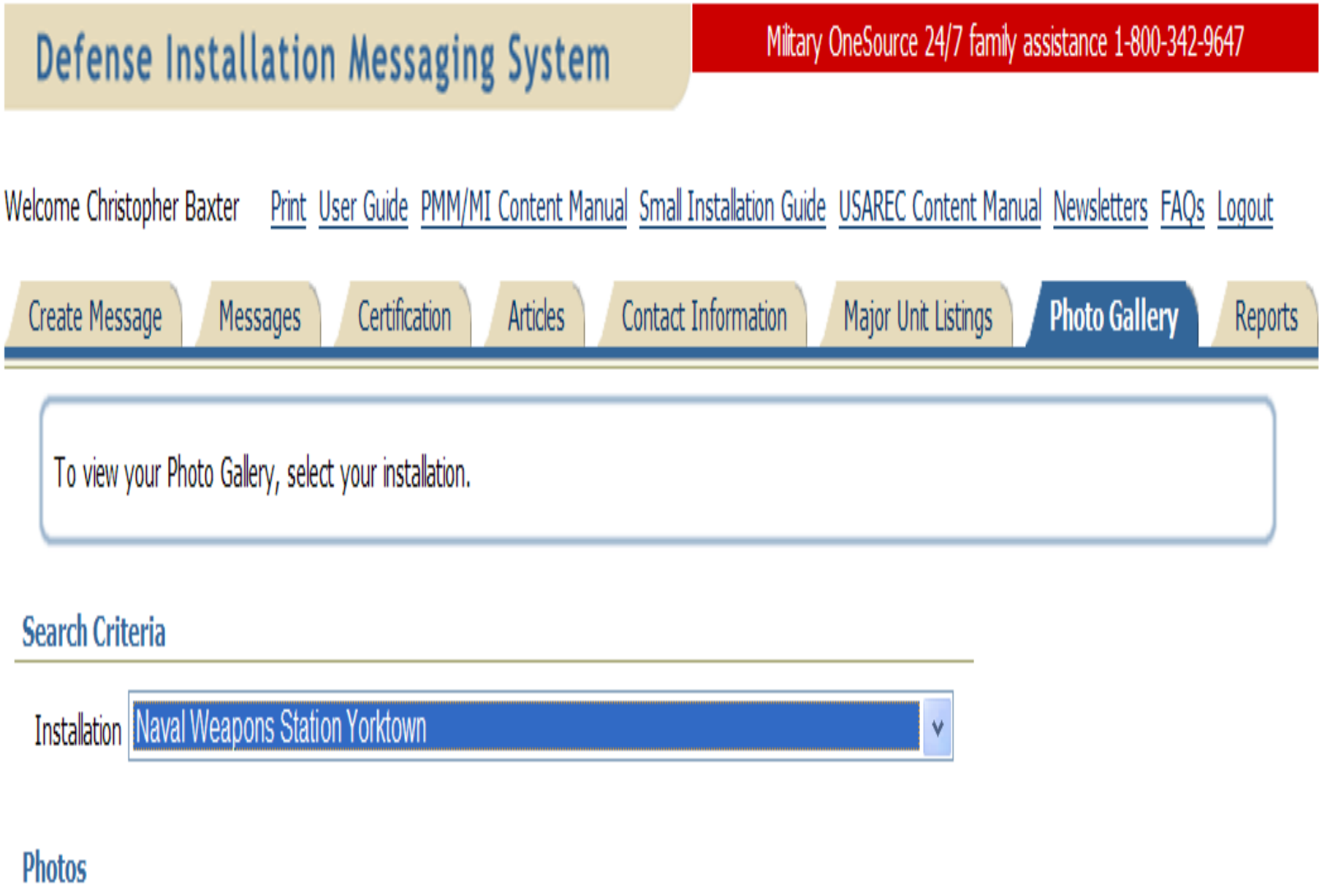
Go

Contact Results

Number of rows to Display: 10

Major Unit	
Supervisor of Shipbuilding, Conversion and Repair	Contact Information: COM: 757-380-2000 Web site: http://www.sb.northropgrumman.com
Branch Medical Clinic Yorktown	Contact Information: COM: 757-953-8432 DSN: 312-377-8432 FAX: 757-953-8433 Web site: https://cnic.navy.mil/yorktown/index.htm
Administrative Support Office	Contact Information: COM: 757-887-4355 DSN: 312-953-4355 FAX: 757-887-4940 Web site: https://cnic.navy.mil/yorktown/index.htm

Photo Gallery Search By Installation



Installation Photo Gallery

Defense Installation Messaging System

Military OneSource 24/7 family assistance 1-800-342-9647

Welcome Christopher Baxter Print User Guide PMM/MI Content Manual Small Installation Guide USAREC Content Manual Newsletters FAQs Logout

Create Message | Messages | Certification | Articles | Contact Information | Major Unit Listings | **Photo Gallery** | Reports

To view your Photo Gallery, select your installation.

Search Criteria

Installation: Naval Weapons Station Yorktown

Photos

Gate One is located off of Old Yorktown Road, Route 238.

Reports

Military HOMEFRONT
Supporting our Troops & their Families
Bookmark DIMS | MilitaryHOMEFRONT
Saturday April 10, 2010
Troops & Families
Leadership
Service Providers
Search
Defense Installation Messaging System
Military OneSource 24/7 family assistance 1-800-342-9647
Welcome Linda Rothleder
Print
User Guide
PMM/MI Content Manual
Small Installation Guide
USAREC Content Manual
Newsletters
FAQs
Logout
Create Message
Messages
Certification
Articles
Contact Information
Major Unit Listings
Photo Gallery
Reports
Reports
Certifications by Service
eSAT - Sponsor Training
eSAT - Sponsors
eSAT - Newcomers
Message Counts
Installation Statistics
Pages/Topics Statistics
Users by Service
Criteria
Reset Criteria
Branch of Service
ALL
Major Command
ALL
Installation
ALL
Start Date
10-APR-2010 00:00
(DD-MON-YYYY HH24:MI)
Ending Date
10-APR-2010 23:59
(DD-MON-YYYY HH24:MI)
Go
Messages
no data found
USA.gov
Government Made Easy
About US / Privacy & Security / Disclaimer / Plug-Ins
Release 04.06.10.1

Reports, By Pages/Topics Statistics

Create Message | Messages | Certification | Articles | Contact Information | Major Unit Listings | Photo Gallery | **Reports**

Home > DIMS - Pages and Topics

Reports

- Certifications by Service
- Message Counts
- Installation Statistics
- **Pages/Topics Statistics**
- Users by Service

Criteria

Start Date: 01-FEB-2010 00:00 (DD-MON-YYYY HH24:MI)

Ending Date: 28-FEB-2010 23:59 (DD-MON-YYYY HH24:MI)

Installation: Naval Weapons Station Yorktown

Go

Topics

	Topic	Hits	Visitors
1	Deployment Support	1	1
2	Special Needs - EFMP Family Support	1	1
3	Sponsorship	1	1
4	Education - Local Schools/Overseas	1	1
5	Child and Youth Programs	1	1
6	Education - Local Schools	1	1
7	Family Center	2	2
8	Special Needs - Health Care	2	1
9	Loan Closet	2	2
10	Legal Assistance	2	2
11	Relocation Assistance	2	1
12	Special Needs	2	1
13	Financial Assistance	2	1
14	Health Care - Overview	2	2
15	Special Needs - EFMP Enrollment	3	2
16	Motor Vehicles	3	2
17	Emergency Assistance	3	2
18	Education - Special Education/EIS	3	2

Reports, By Pages/Topics Statistics Totals

22	New Parent Support Program	4	2
23	Housing - Temporary	4	4
24	Check-in Procedures	4	3
25	Directions to Installation	5	2
26	Housing - Government	5	4
27	Education - General Overview	7	5
28	Household Goods - Overview	8	5
29	Housing - Overview	9	8
30	Overview	25	14
31	Fast Facts	43	37
report total:		**158**	

Download 1 - 31

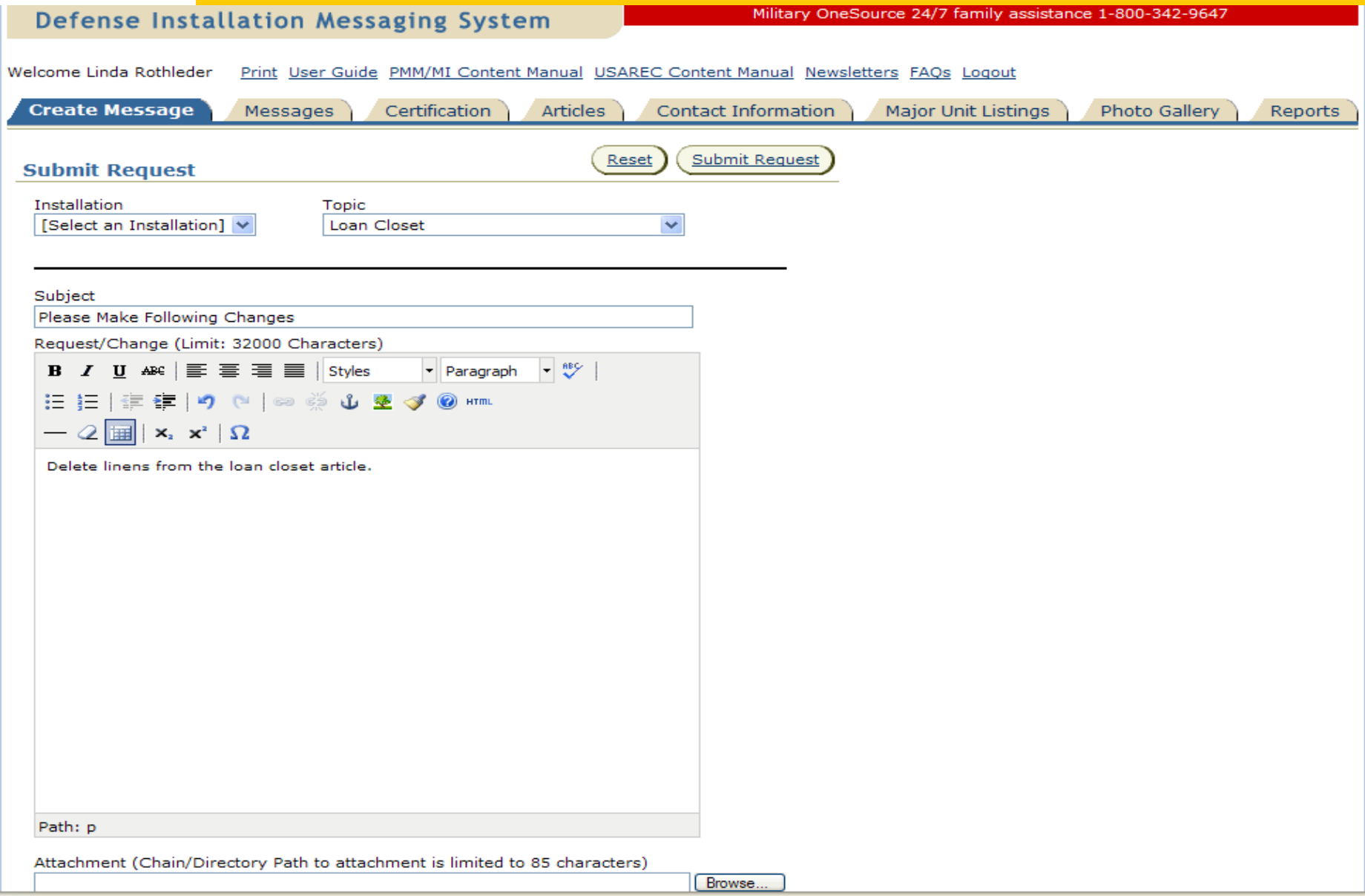
Pages

	Name	Hits	Visitors
1	MilitaryINSTALLATIONS - U.S. Department of Defense	183	40
2	Plan My Move - Calendar	53	10
3	Plan My Move - Installation Information	34	13
4	Installation Overview	18	17
5	Photo Gallery	6	5
6	Booklet	2	2
7	Contact Information	1	1
8	Installation Photo Gallery	1	1
report total:		**298**	

Download 1 - 8

Questions?

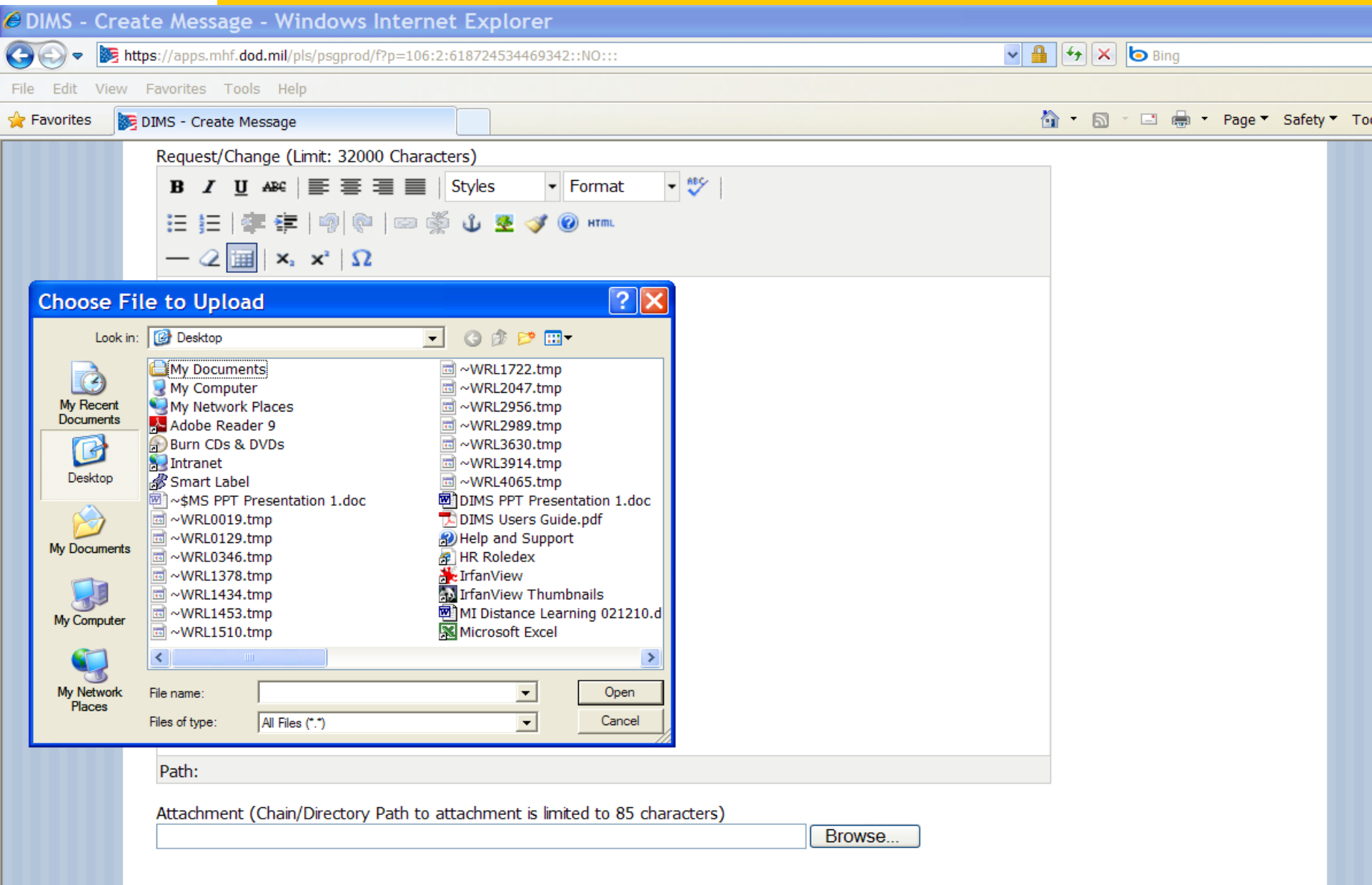
Standard Message To DIMS Editors



Attachments

- Narrative Contents
- Contacts
- Format
- File Size
- Maximum Image Size

Choose File to Upload



Attachment Example

Green = Delete Yellow = Add,

MI Narrative Updates

Installation: Yorktown

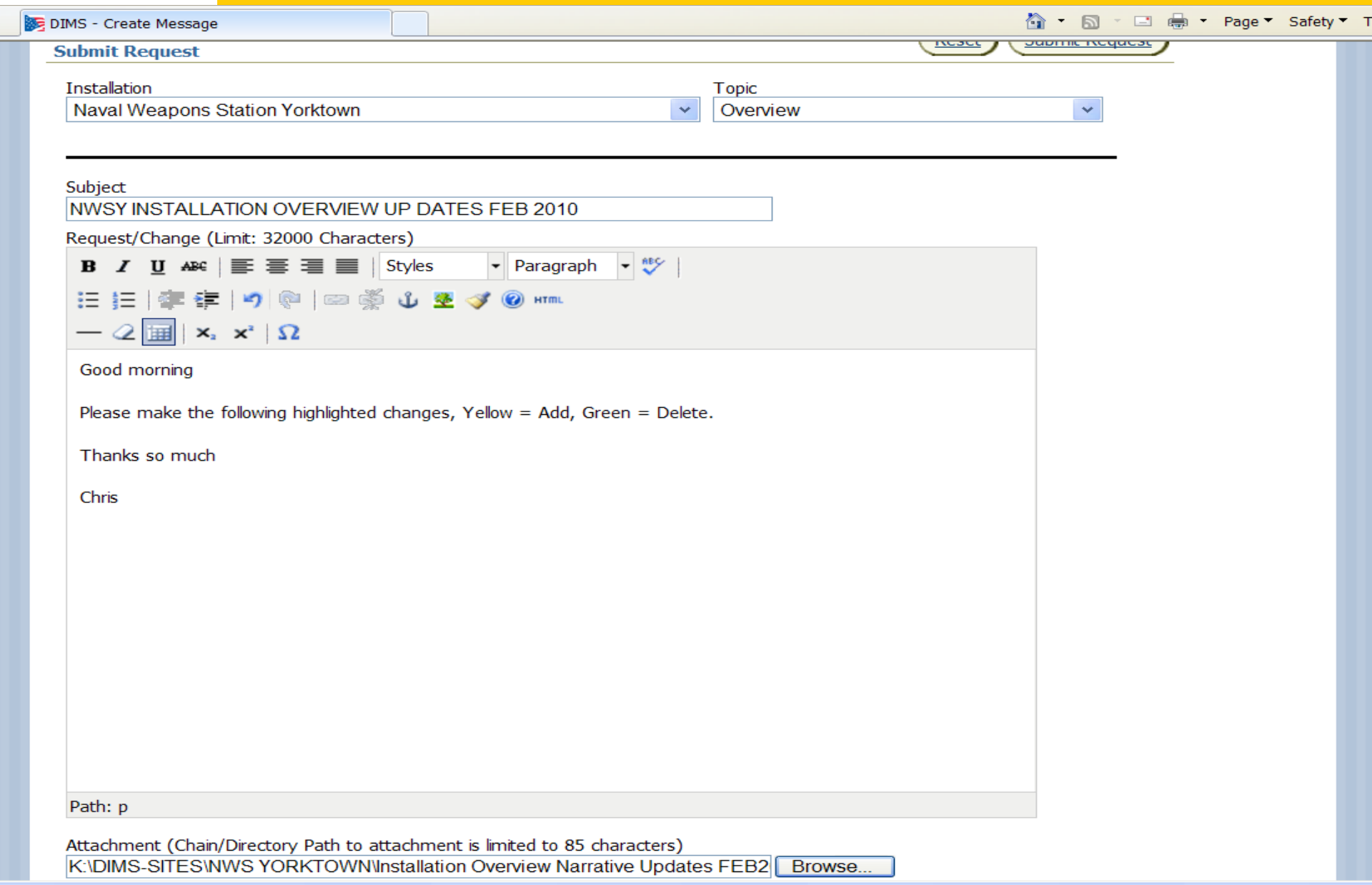
Date: 12.10.2009

Topic: Installation Overview

Population Served

Military bases in close proximity to the Weapons station are Naval Station Norfolk, Naval Amphibious Base Little Creek Joint Expeditionary Base Little Creek – Fort Story, Naval Air Station Oceana, Norfolk Naval Shipyard and Portsmouth Naval Hospital. Together, they support approximately 85,000 joint force military personnel with an additional 120,000 family members, over 68,000 retirees and 27,439 DoD personnel and civilian employees. Also, in close proximity to the Weapons Station are the Army's Fort Eustis and Fort Monroe, the Air Force's Langley AFB and the Coast Guard Training Center at Yorktown.

Created Message With Attachment



Status E-mail Messages From DIMS

- **Clarification question message**

  This is an automated message from the Defense Installation Messaging System (DIMS). Please do not reply to this email. To view this message in DIMS, click on the link below. https://apps.mhf.dod.mil/pls/psgprod/f?p=106:1:::NO::P1_ID:2059

- **Completion message**

  This is an automated message from the Defense Installation Messaging System (DIMS). Please do not reply to this email. Your Defense Installation Messaging System (DIMS) request was completed on 06/14/2007 08:47.

Questions?

Welcome Aboard Brief

Margy Pracchia
Relocation Assistance
Program Manager
MCAS Yuma, Arizona

Informative, Positive and Empowering

Suggested Presenters

- **Commanding Officer**
- **RAP**
- **Financial**
- **Legal**
- **Education**
- **Provost Marshall Office**
- **Family Member Employment Specialist**
- **Fitness**

Presenters (cont'd)

- Exceptional Family Member Program
- Clinical Counseling
- New Parent Support Program
- Aid Societies
- Lifelong Learning
- Volunteer Team Building
- School Liaison
- CDC/Youth Center

Format

- **Presentation only**
- **Information Fair**
- **Combo**

Added Value

- Make it interacted
- Provide lunch
- Take breaks
- Provide give-aways

Spouse Welcome Aboard

Why have a separate brief?

- **Benefits:**
  - **Personal**
  - **Target to Spouses**
  - **Retain information**

Presenters

Set-up

- Ice Breaker
- Family Team Building
- Financial
- EFMP
- FMEAP
- Semper Fit
- Relief Society

Presenters (cont'd)

- CDC
- School Liaison
- Commissary
- TRICARE

Offer Bus Tour of installation

Welcome Aboard Packets

- Specialized
- Maps
- Phone books
- CD
- Travel books (children)

Electronic WAP

Provide links:

- ✓Housing (Gov’t & Private)
- ✓Employment
- ✓Local Resources
- ✓Schools
- ✓Hospital/Clinic
- ✓Commissary
- ✓Sponsor
- ✓AHRN
- ✓MilitaryHOMEFRONT
- ✓Local Utilities

Advantages of Electronic "Packets"

- Saves lots of money
- Can include much more information
- Supports audio and video
- Include active internet links
- Easier to update
- No out-of-date printed materials

On the other hand…

- **Why not just use the internet?**
- **What about users who aren’t really good with computers?**
- **Can’t I just use the free ones done by the companies who print the books?**
- **Uh, I have no idea how to do this.**

Lessons learned…

- Include an instruction sheet
- Avoid plug-ins
- Limit quantity produced, update frequently
- Don’t use file types that can’t be opened with typical home computer software
- Consider carefully which files to include and which to link

Questions?

Loan Locker

Cindi A Moyer
Community Readiness Consultant
Langley AFB, Virginia

Why?

- **Introduction to the Center**
- **Helpful for service member's finances**
- **Assists member and family to adjust to new location**
- **Regulation requirements**

What?

Typical items

- Kitchen cooking
- Dining essentials
- Table and chairs
- Highchair/car seats
- Pack-n-play playpens
- Strollers
- Futons

Non-typical items

- Bed clothing
- Floor/Carpet cleaners
- Fan/Heater
- Microwave
- Wheelchairs

How?

- **All items on loan basis to ID Card holders with PCS orders, inbound and outbound**
- **Most items for 30-60 days**
- **Extensions available on case by case basis**
- **Charged for damaged or lost items**

Questions?

Counseling

Lanny Valentine, CRP

Relocation Readiness Manager

Fort Gordon, Georgia

Relocation Counseling

- **Never take a guess!!!**
- **Common subjects**
  - Allowances and entitlements
  - HHG shipment
  - POV shipment
  - Housing and schools at new duty station
- **Questions and needs will vary by population**
- **Cultivate plenty of “expert” help**

Allowances

- Become familiar with JFTR
- Subscribe to Defense Travel Management Office newsletter
- Get access to online resources, such as Defense Table of Distances
- Use a worksheet to organize allowances
- Ensure that client knows the meaning of “estimate”
- Beware mixed-mode travel and other complicated scenarios, keep it simple

HHG and POV Shipment

- Don’t get in the transportation office’s lane
- Don’t recommend a shipment method, just explain the options with pros and cons
- Keep appropriate official brochures handy
- Remember that transportation personnel are the real experts

Destination Information

- **Housing and schools are usually the most requested information**
- **Know your resources**
  - Military Installations
  - Installation web sites
  - Embassy or State Department sites
  - Local government sites
  - Military OneSource
- **“Just the facts” - allow the customer to make their own informed decisions**
- **Remember that a good phone number is better than a bad guess**

Questions?